

UNITED STATES GOVERNMENT

2-Way Memo

XXXXX
Subject:
From:

Building Planning Staff
Central Intelligence Agency
Washington, D.C. 20505

From :

Virginia Electric Power Company
Right of Way Section
907 West Glebe Road
Alexandria, VA 22314

INSTRUCTIONS

Use routing symbols whenever possible

SENDER (*Originator of message*)

Use brief, informal language.

Conserve space.

Forward original and one copy

RECEIVER (*Replier to message*)

Reply below the message, keep one copy, return one copy.

STAT

DATE OF MESSAGE

5 February 1982

ROUTING SYMBOL

STAT
STAT

Architect
Building Planning Staff

FOLD

INITIAL MESSAGE

Per your request, one copy of each of the following is enclosed:

Existing Site Plan
Proposed Site Plan
Existing Survey
Existing Utilities

REPLY MESSAGE

Thank you for the above information. It was very helpful.

To :
➔

Building Planning Staff
Central Intelligence Agency
Washington, D. C. 20505

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

STAT

TITLE OF REPLIER